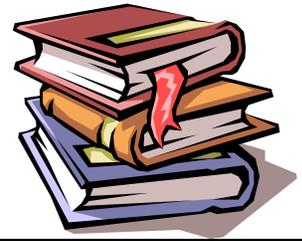


A combination seminar and workshop, the course is designed to elevate understanding of requirements gathering techniques, to prepare for well-executed and production requirements session, and to apply those concepts to the participants' current projects. The Requirement Gathering Techniques class focuses on how to go about getting the requirements from the users.



## Requirement Gathering Techniques

### COURSE DESCRIPTION

The course content provides two parallel paths: 1) how to prepare for and execute a requirements session and specification and 2) how to apply various requirements gathering techniques in a session to capture the business requirements. The course delivery mixes content exercises and team session exercises, in which the participants actively learn the techniques. The material introduces a common requirements gathering process framework, supplies the participants with a number of worksheets and templates, and challenges students to identify barriers to successfully conducting requirements gathering on their project. Extensive action planning is conducted throughout the course, with a focus on applying the techniques and tools in the practical setting.

### OBJECTIVES

- Learn best practices for gathering requirements
- Share Requirements Facilitation Best Practices
- Understand Requirements Development process documentation

### PREREQUISITES

Participants in the course should be actively working on a project or about to start a project upon which they may bring to bear the requirements gathering techniques. For the workshop, participants should submit a sample Requirements Specification and/or Use Cases at least one week prior to course start.

TARGET AUDIENCE - Project Managers and Requirements Facilitators.

## Requirement Gathering Techniques Workshop

### COURSE DESCRIPTION

The purpose of the requirement gathering techniques workshop is to provide an open, hands-on environment for individuals and teams to work through requirements gathering opportunities and challenges that exist on their current projects. Promoting an action-orientation, this session is conducted with the participants' project objectives in mind. Practical resolutions and plans of action are the primary output for the session. Direct review and coaching on employing requirements gathering techniques is the core method employed.

### OBJECTIVES

- Provide an open and safe environment for participants to understand their current projects' requirements gathering opportunities and challenges.
- Participants work to glean strategies and tactics for their current project through coached application of requirements gathering techniques.
- Focus on plans of actions, developing resolutions to problems on projects or jump-starting upcoming initiatives.
- Provide participants with real-time, on-the-ground feedback regarding current or upcoming requirements gathering plans.
- Perform a one day requirements specification writing/review workshop

### PREREQUISITES

Participants should submit a sample Requirements Specification and/or Use Cases at least one week prior to course start.

## **TARGET AUDIENCE**

Business analysts, systems analysts, project managers, or any role responsible for the facilitation and gathering of requirements for projects.

## **Class Dates/Cost/Location**

### **CLASS DATES**

June 13-14, 2007  
June 15, 2007 - Workshop

### **COST**

\$290 per participant\*  
\$145\*

### **TIME**

8:30 a.m.-4:30 p.m.

### **LOCATION**

SRS Learning Services  
2600 SW East Circle Drive South  
Room D  
Topeka, KS 66603

*\*2.5% administrative fee included*

## **Course Registration**

- The registration form can be found at: <http://da.ks.gov/kito>. The form can be filled in online and emailed to [KITO@da.state.ks.us](mailto:KITO@da.state.ks.us)

### **Cancellation Policy**

- Cancellations up to thirty (30) days prior to the class date – 100% refund
- Cancellations less than (30) days – no refund